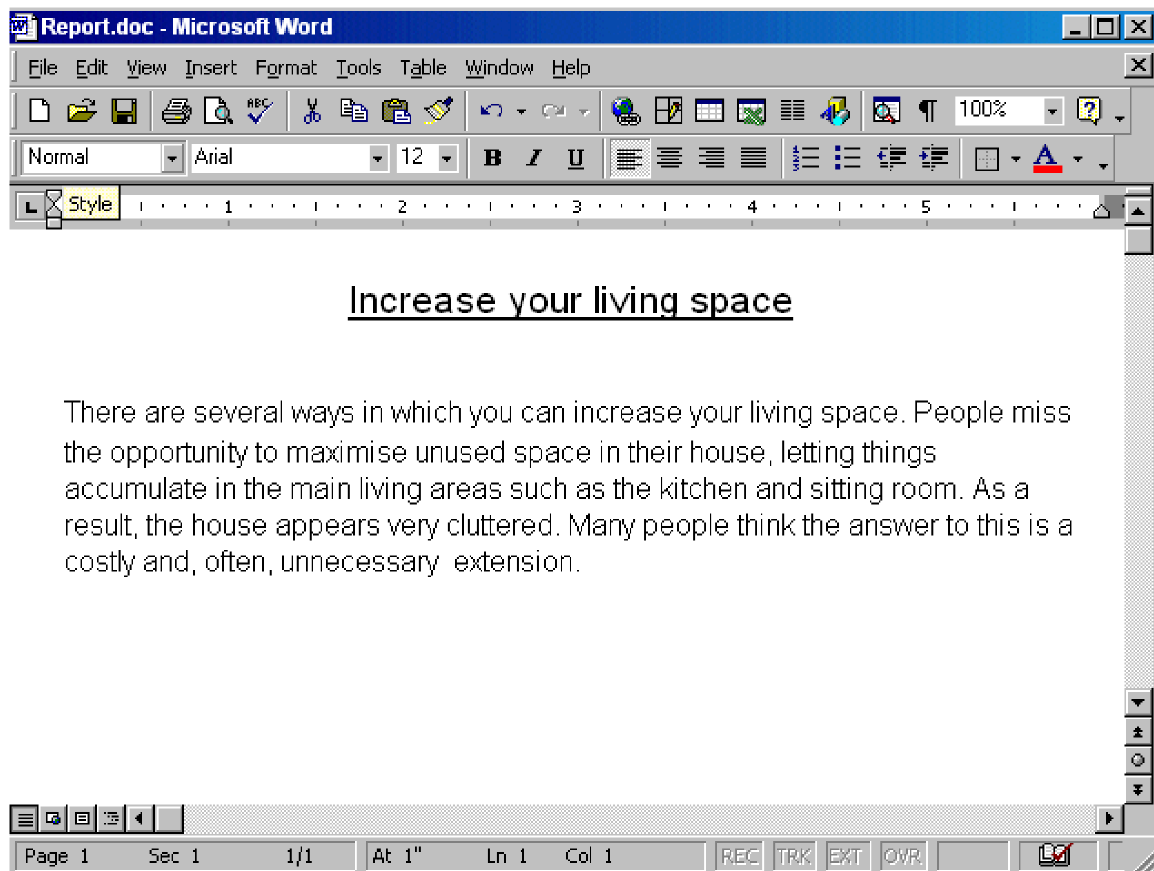
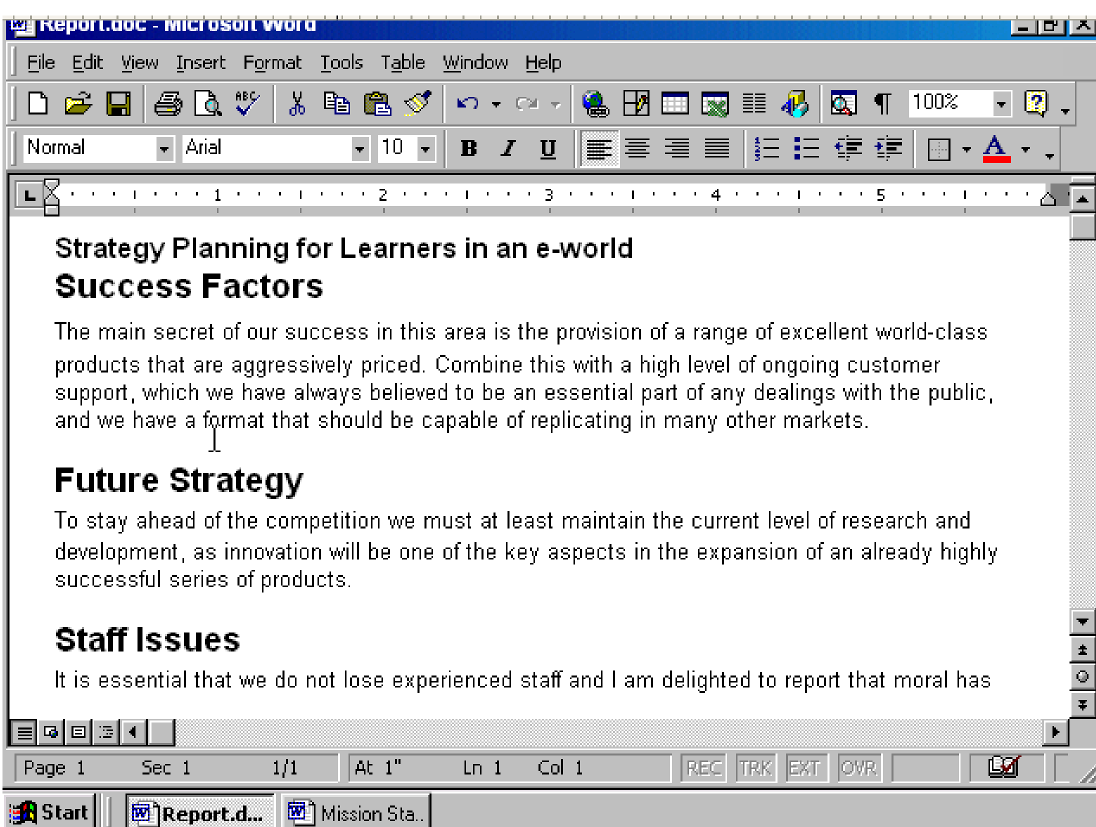


Save this document as a Web Page.

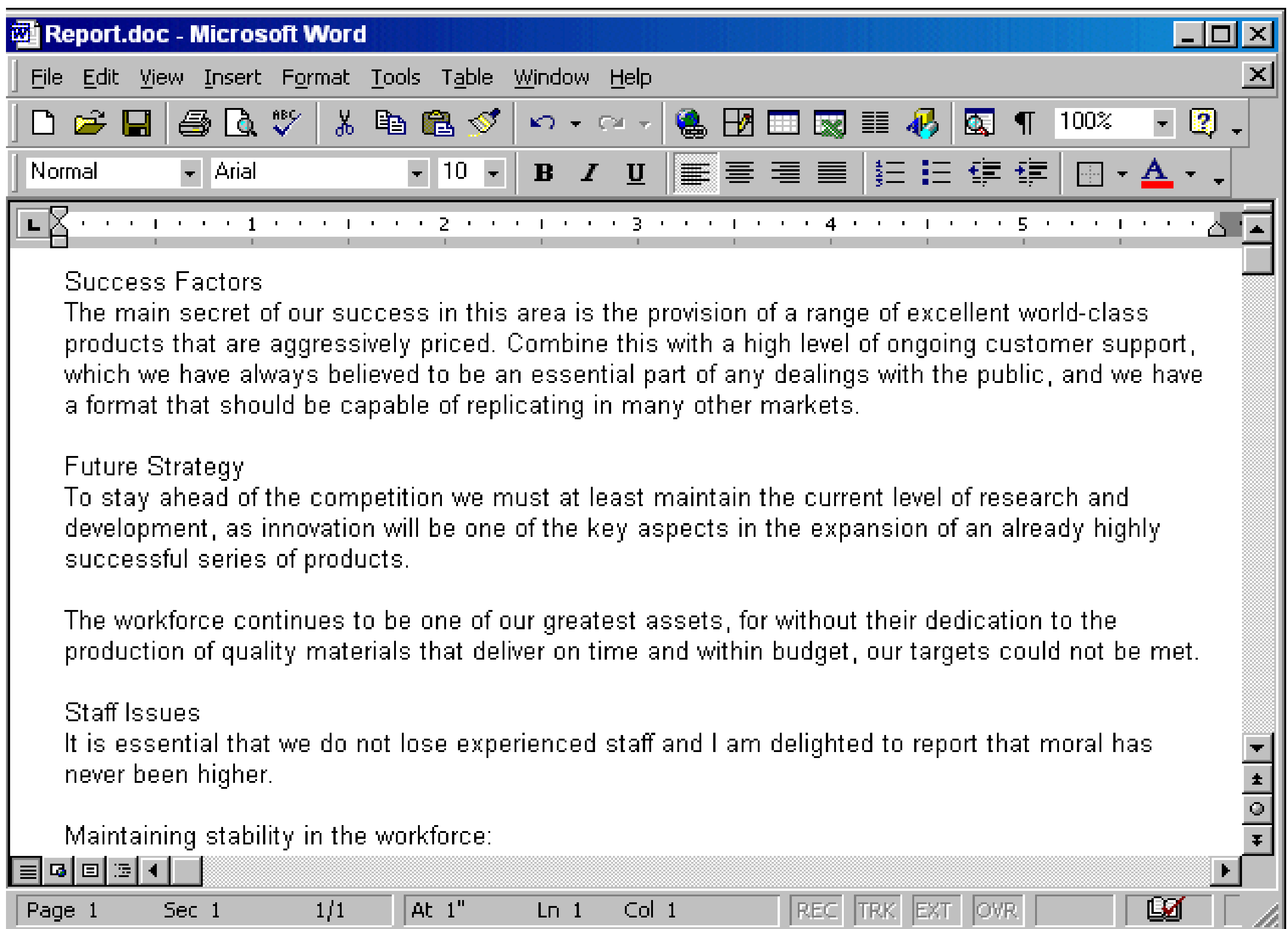
Note: Do not change the default file name or location.

.File→save as web page→save



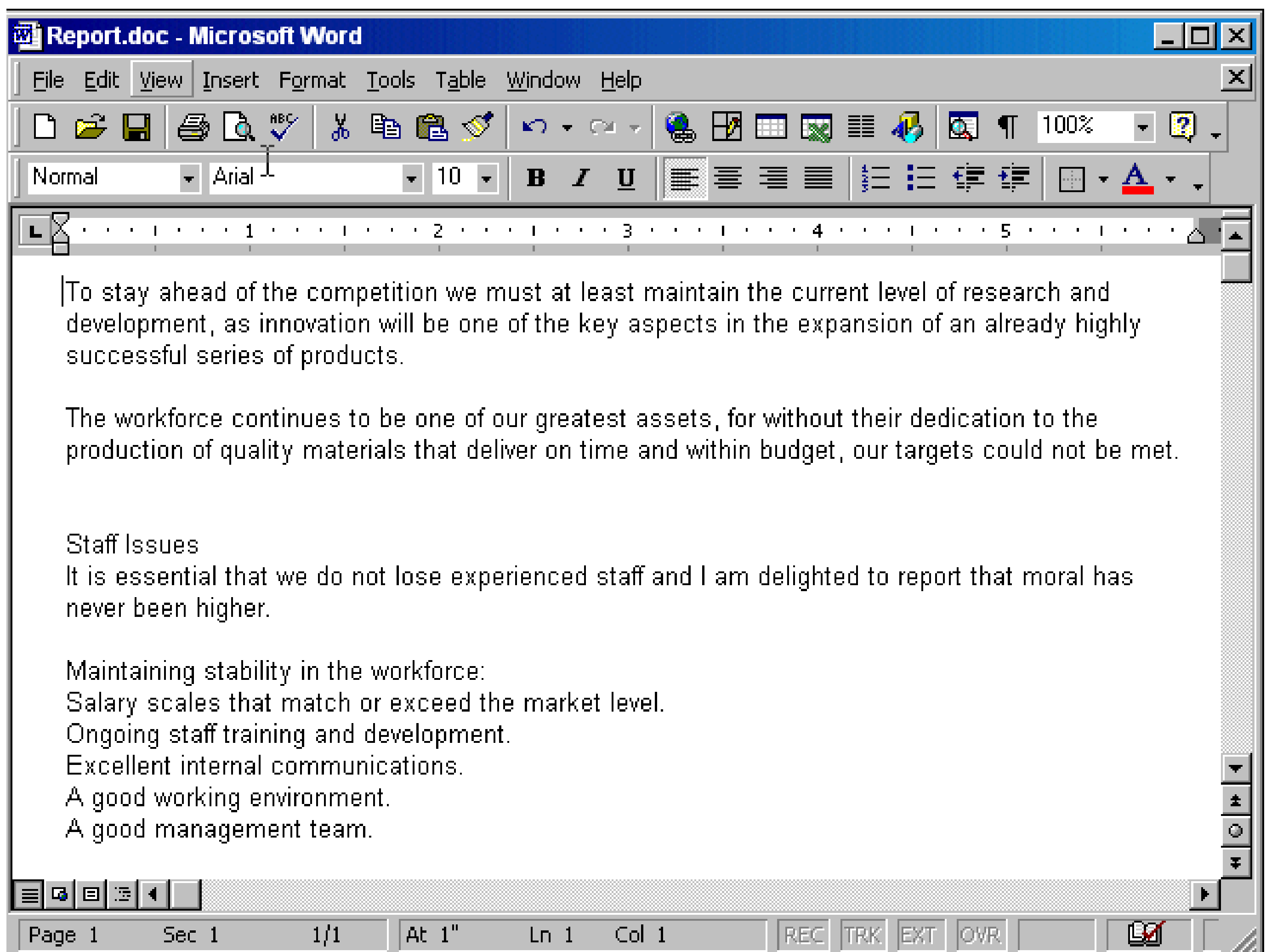
Switch to the other open document Mission Statement.

Click on the Mission Statement from the task bar



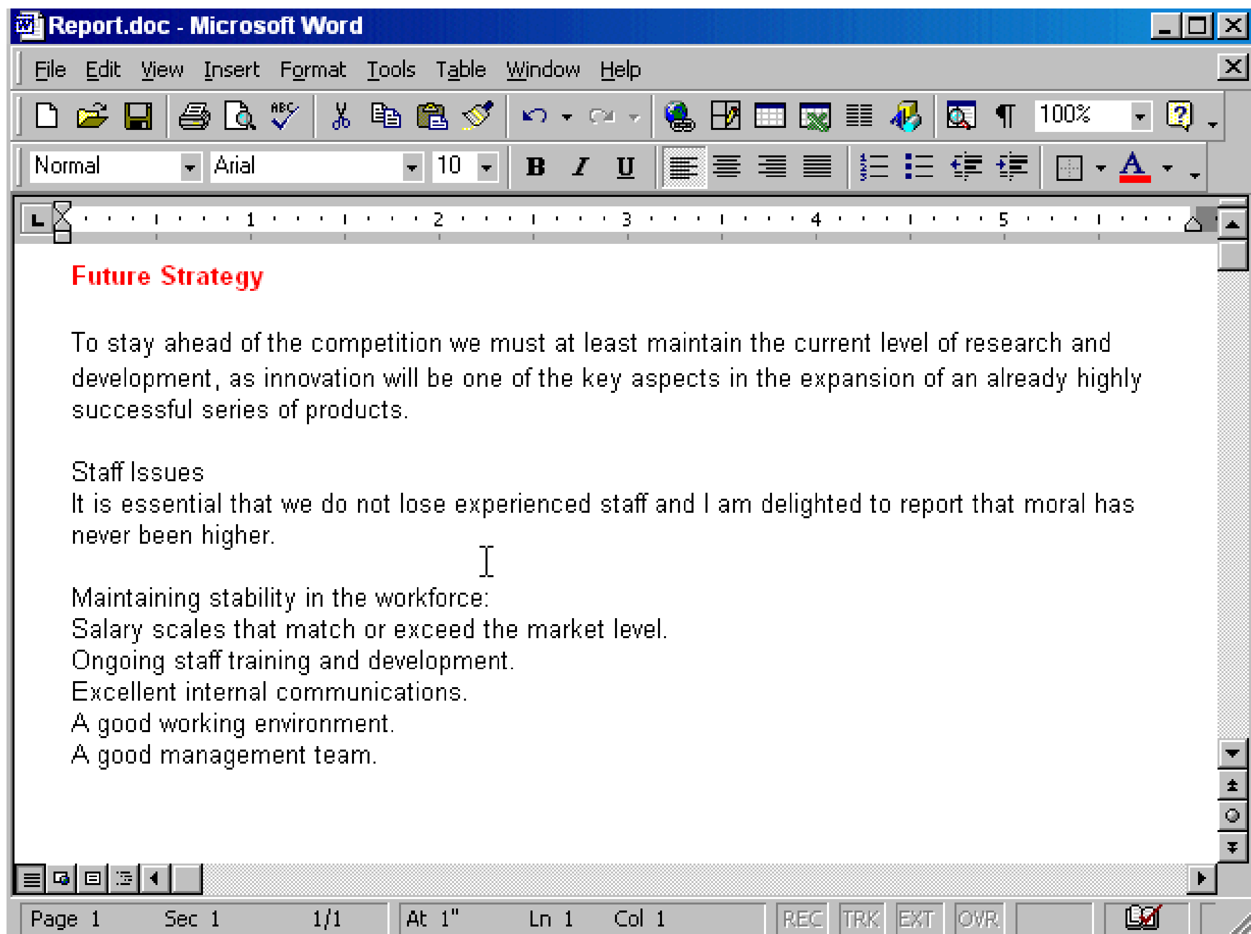
Use Microsoft Word Help to access information on Format Painter.

Help → Microsoft word help → write the sentence format painter → click search



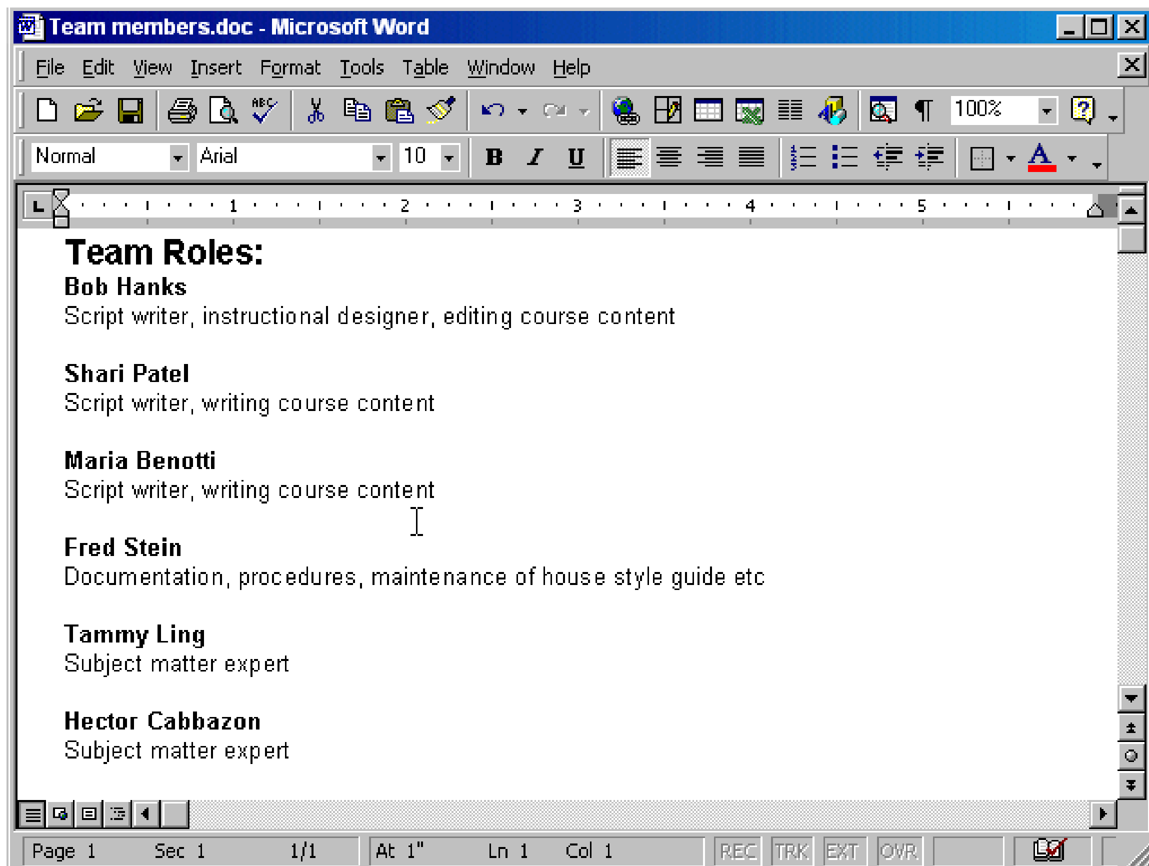
Change the view mode for this document to Print Layout View.

View → select print layout



Remove the Standard toolbar from the Microsoft Word application window.

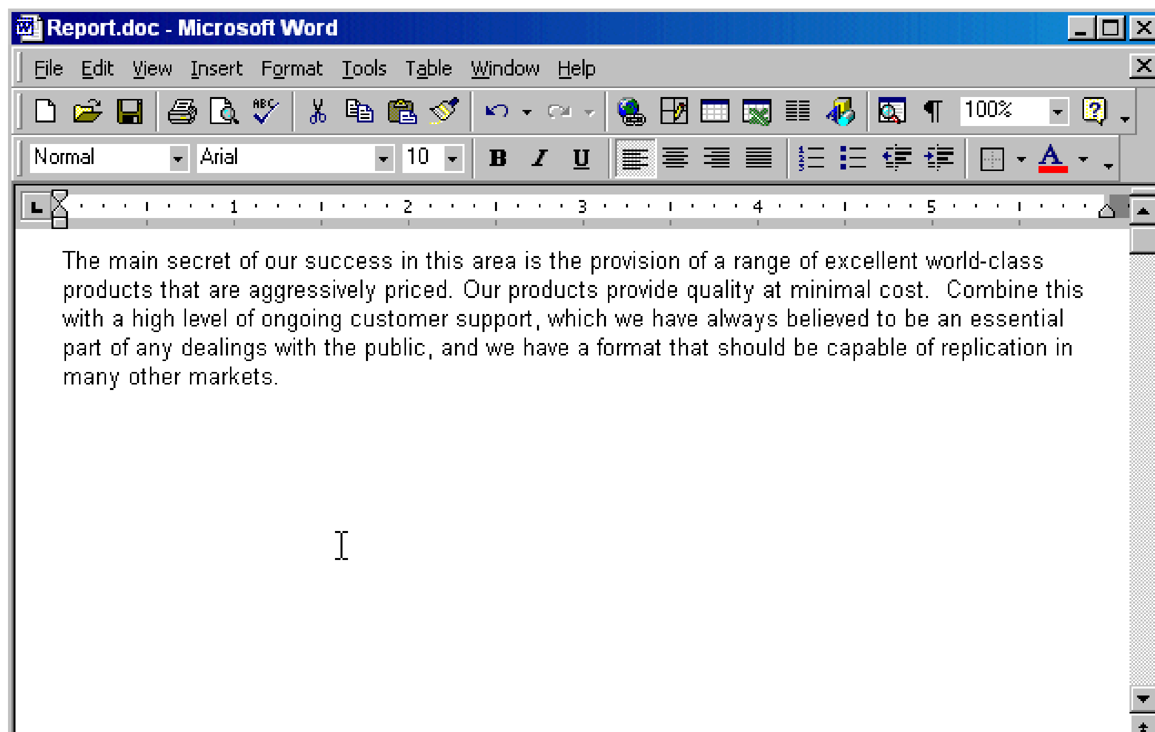
Right click on any place in the toolbar → uncheck the standard



TM

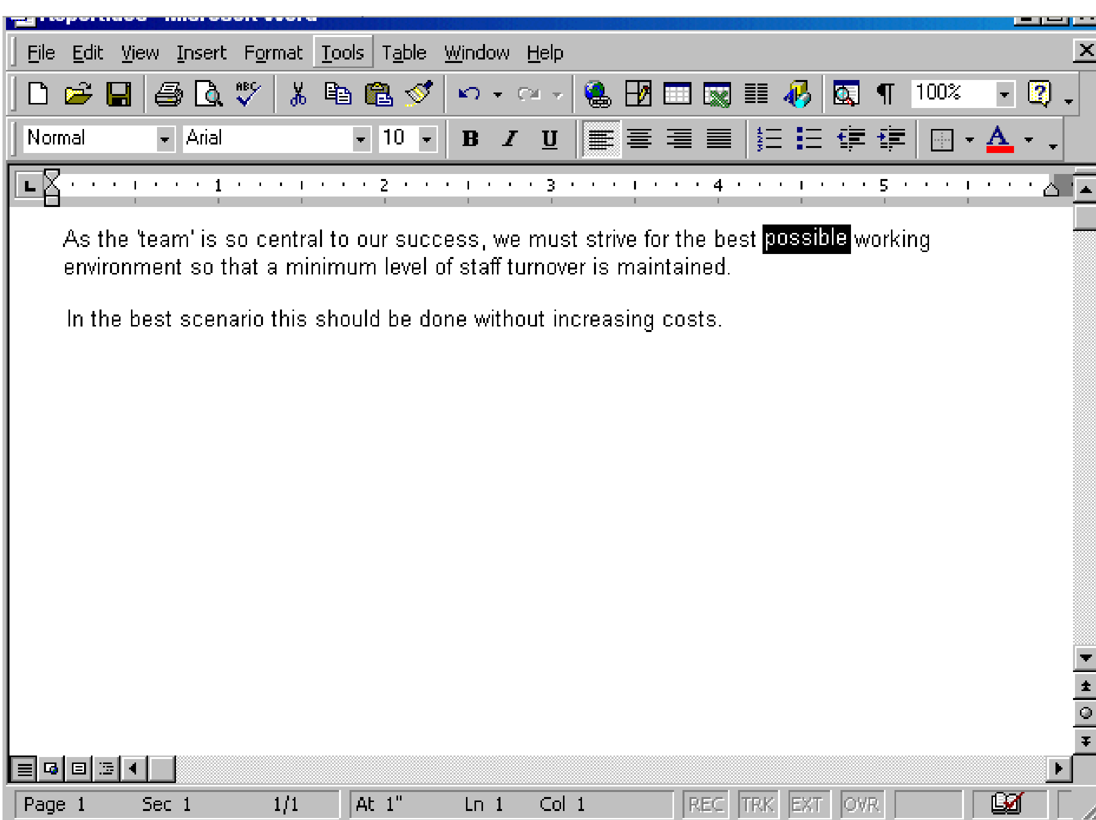
Insert the trademark symbol at the insertion point.

Insert → symbol→ select the tm symbol →click insert → close



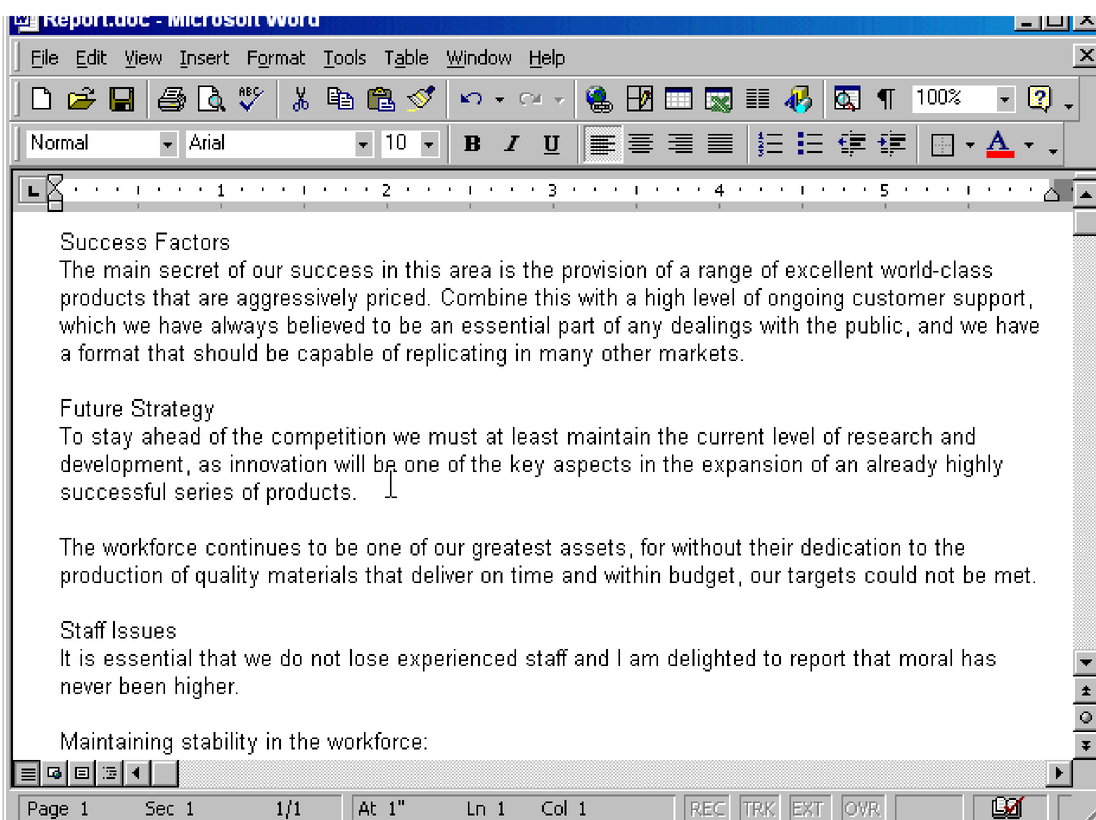
Select ONLY the 2nd sentence Our products ... in the above text.

Select the sentence Our products provide quality at .minimal cost



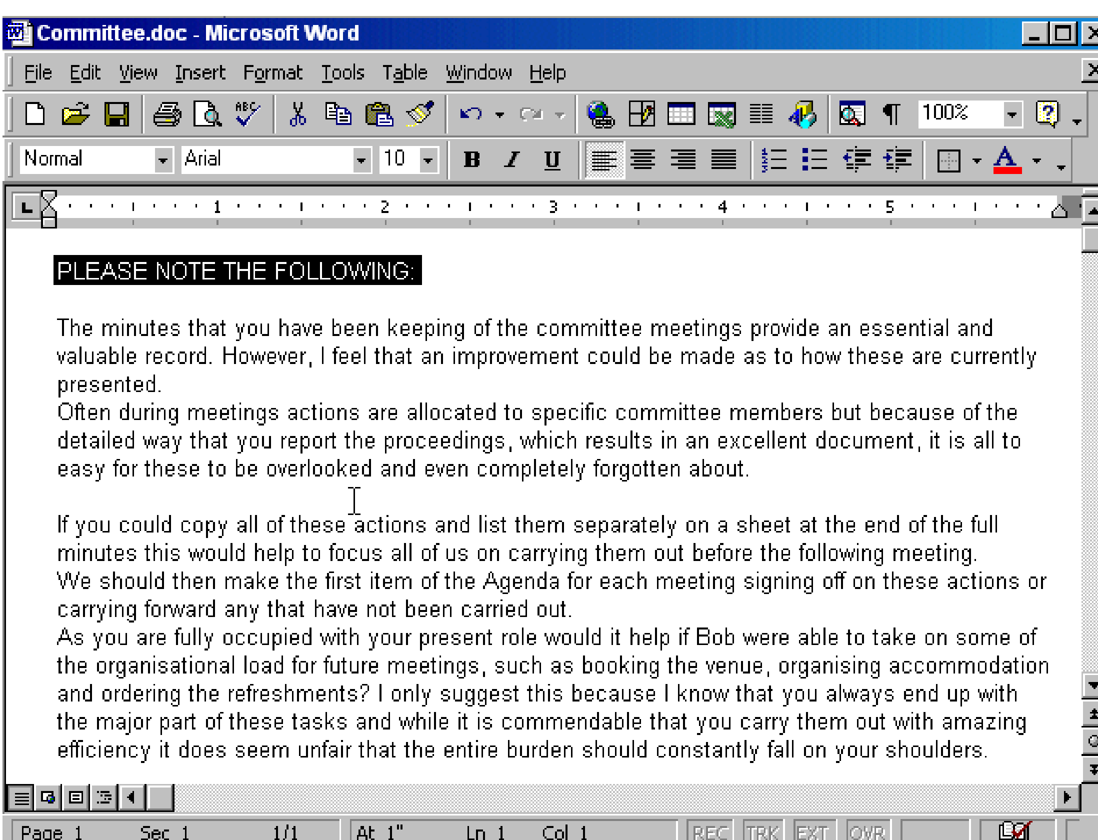
Cut the selected word possible and paste it between the words best and scenario.

Click cut from the standard toolbar → put the cursor after the word best → click paste from the standard toolbar



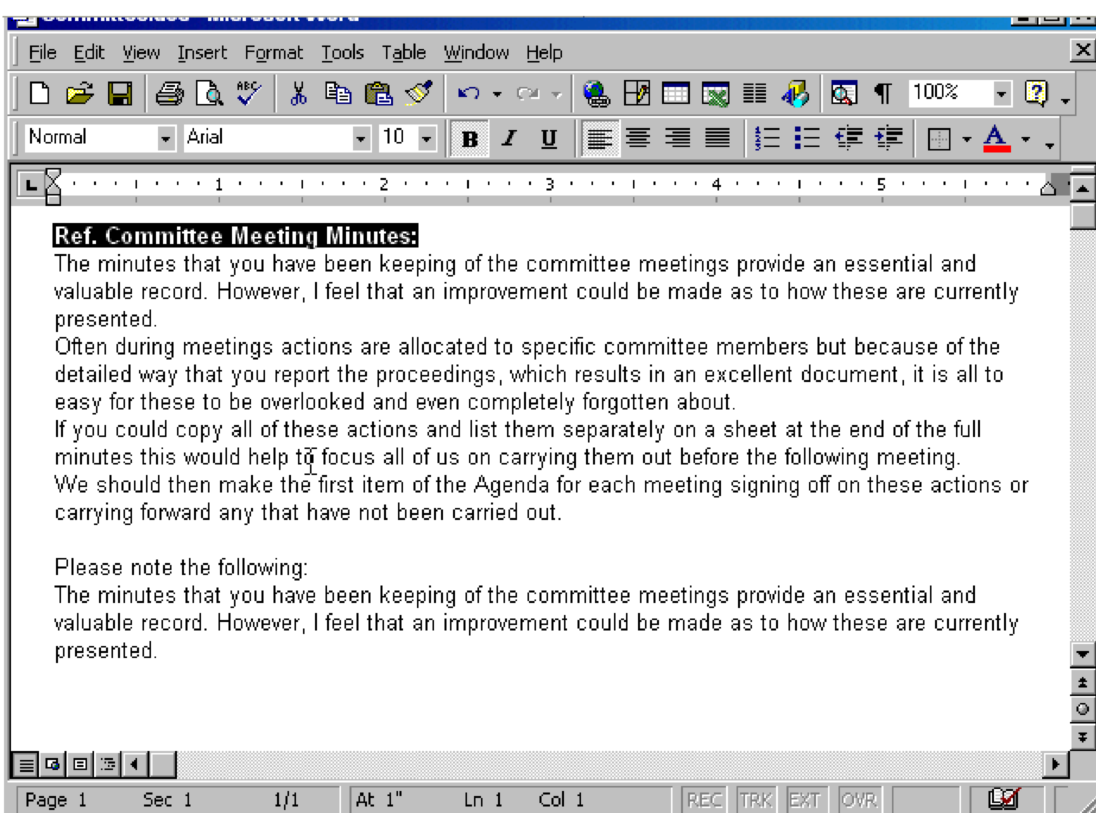
Use the Find and Replace dialog box to find the next instance of the word area in this document.

Edit → find → type area in the find what box → find next



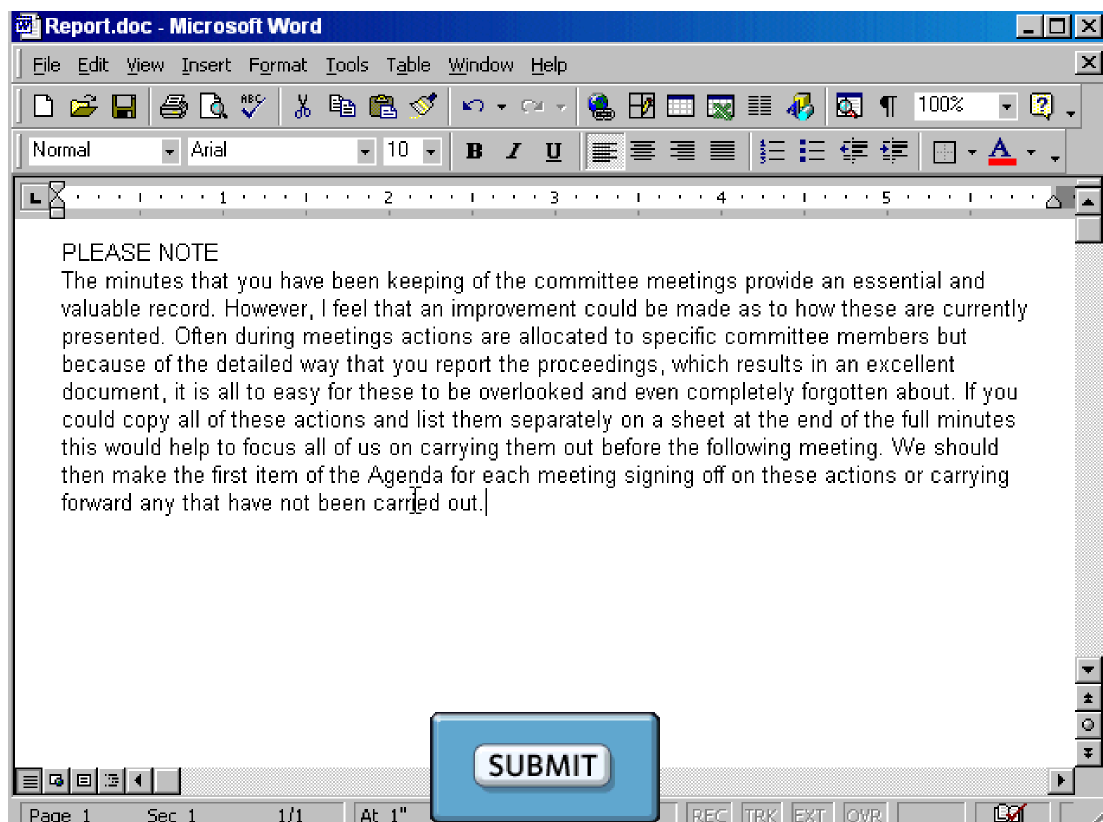
Use the Change Case dialog box to change the selected text to Sentence case.

Format → change case → check the sentence case → ok



You wish to copy the format of the selected words Ref. Committee Meeting Minutes: and then apply that format to the words Please note the following:
Click the toolbar button that would enable you to carry out this task.

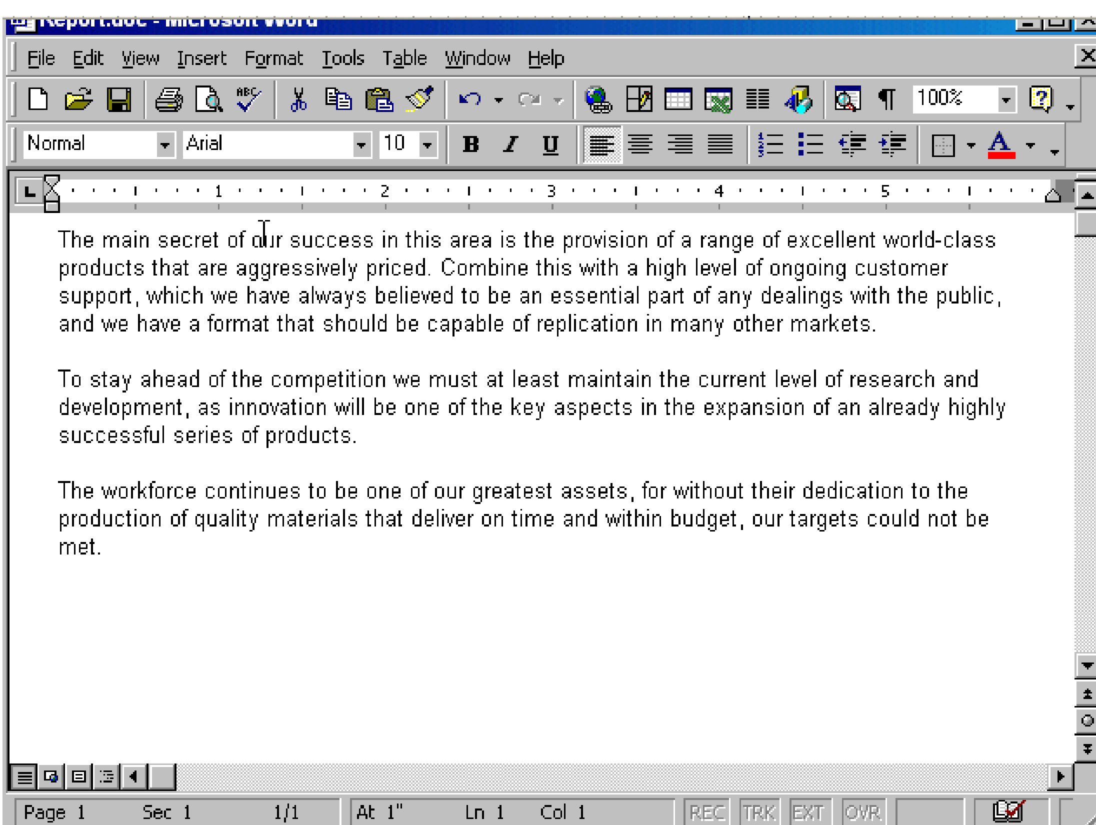
Click on the format painter tool from the standard toolbar



Create a new paragraph between the heading and the main body text in this document.

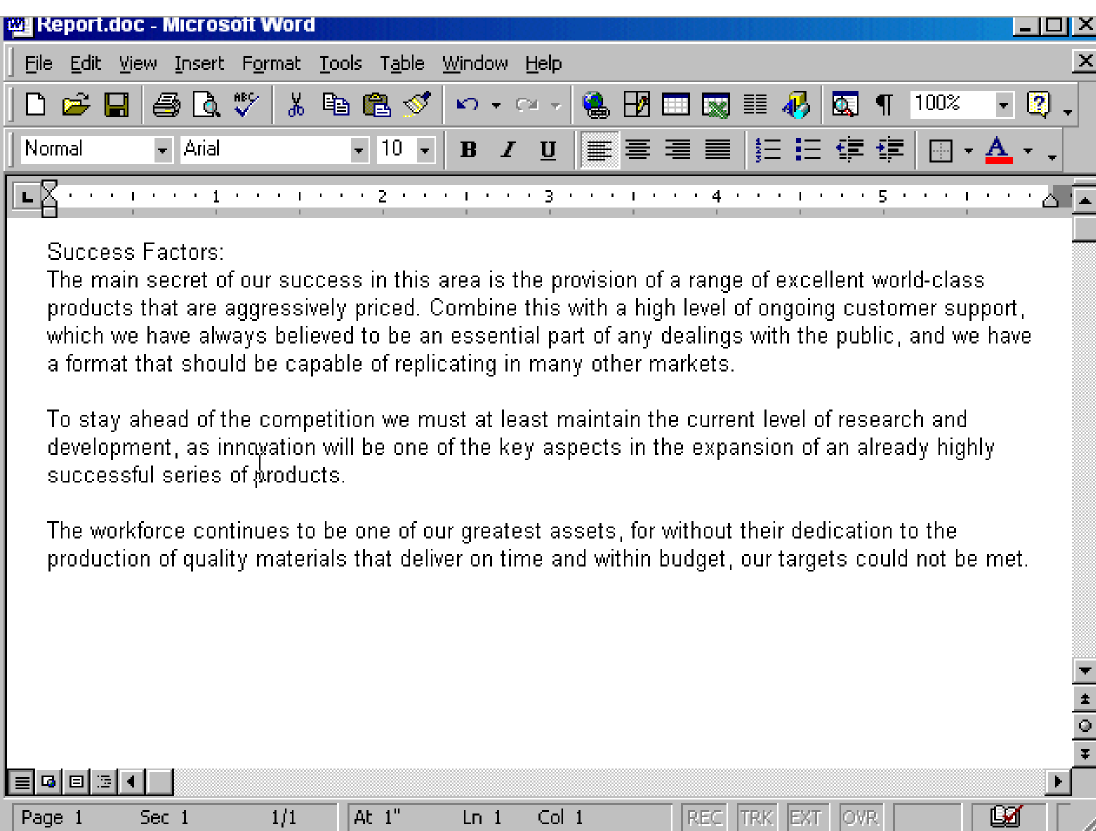
Click the SUBMIT button when you have finished.

Put the cursor after please note → press enter from the keyboard → click submit



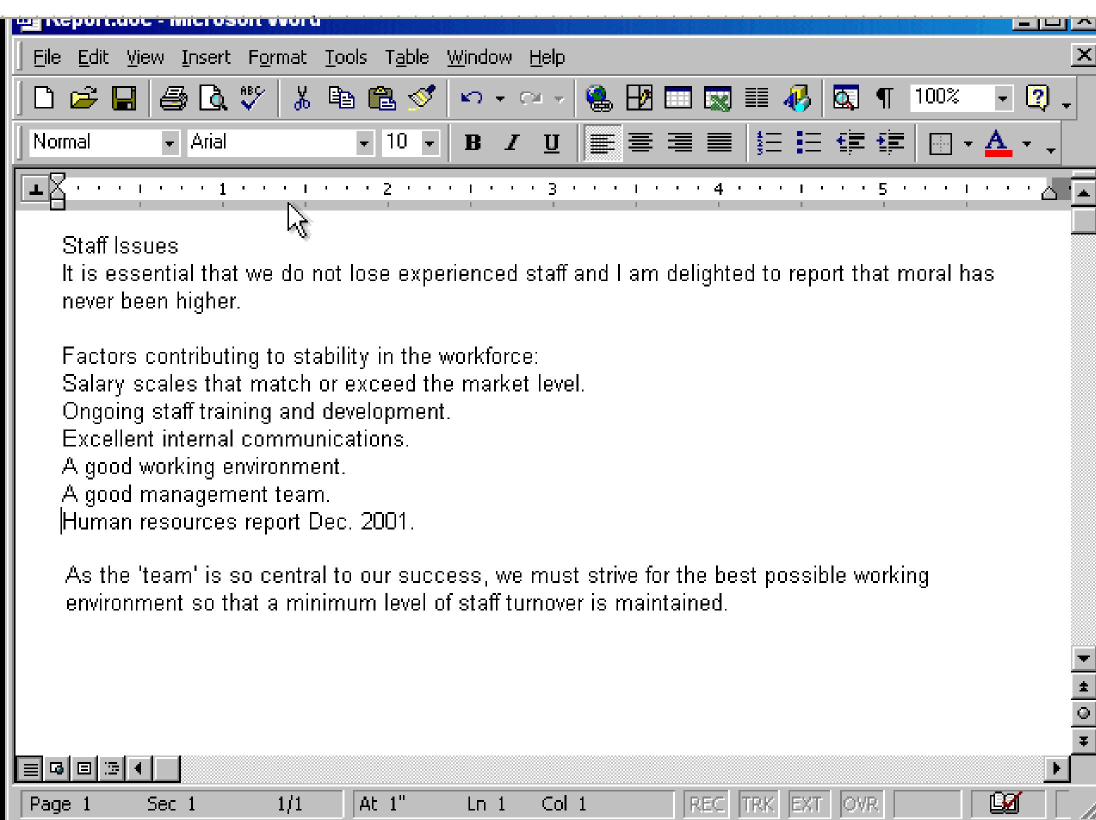
Apply a Left Indent of 1" to this paragraph.

Format → paragraph → in the indentation section →in before text use the arrows to "navigate to the 1



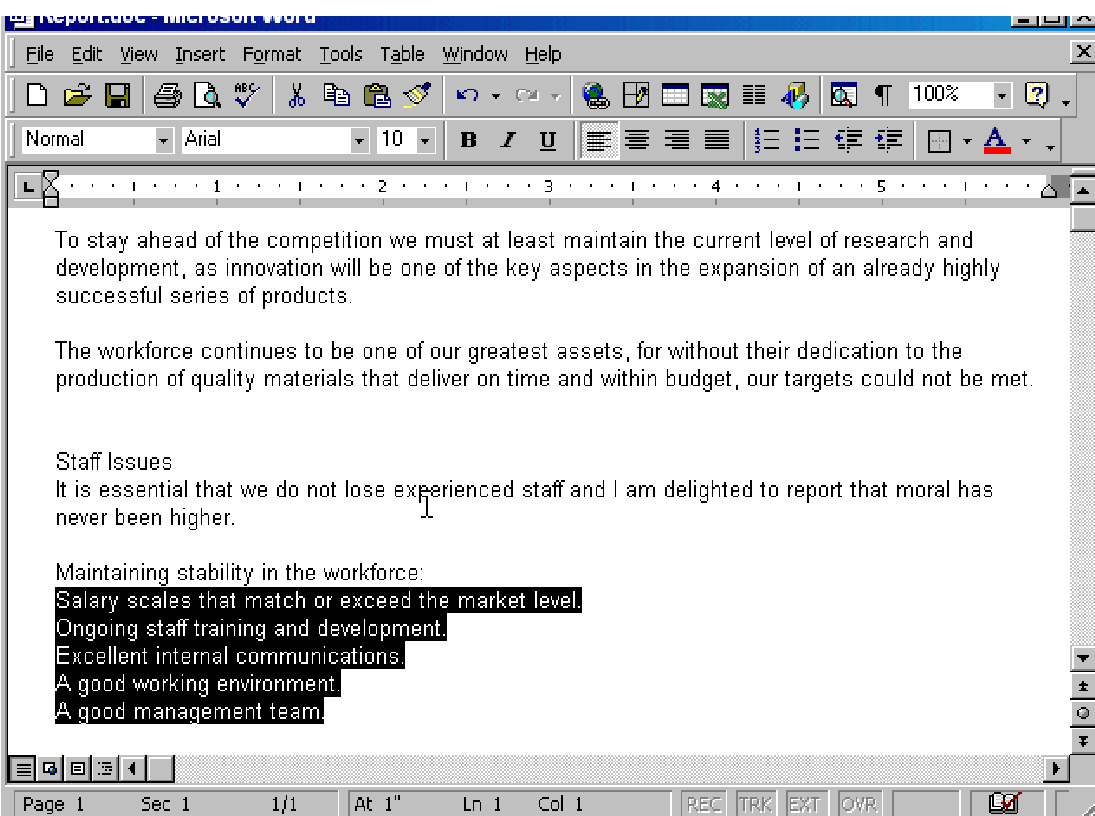
Make spacing above this paragraph 12 points.

Format → paragraph → in the spacing → use the arrows to 12 pt



Add a decimal tab stop at 4" on the ruler.

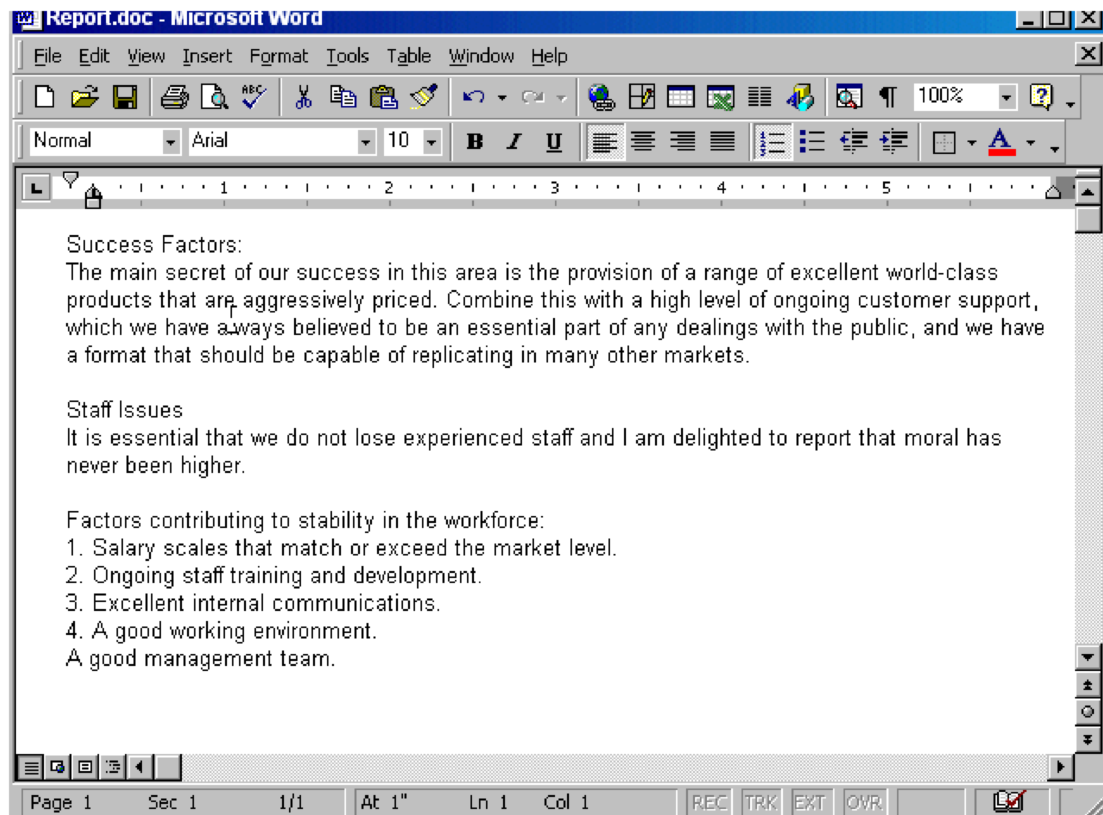
Format → tabs → in the tab stop position write 4” →select decimal from alignment→ click the set button → click ok



Make the selected list into a default bulleted list.

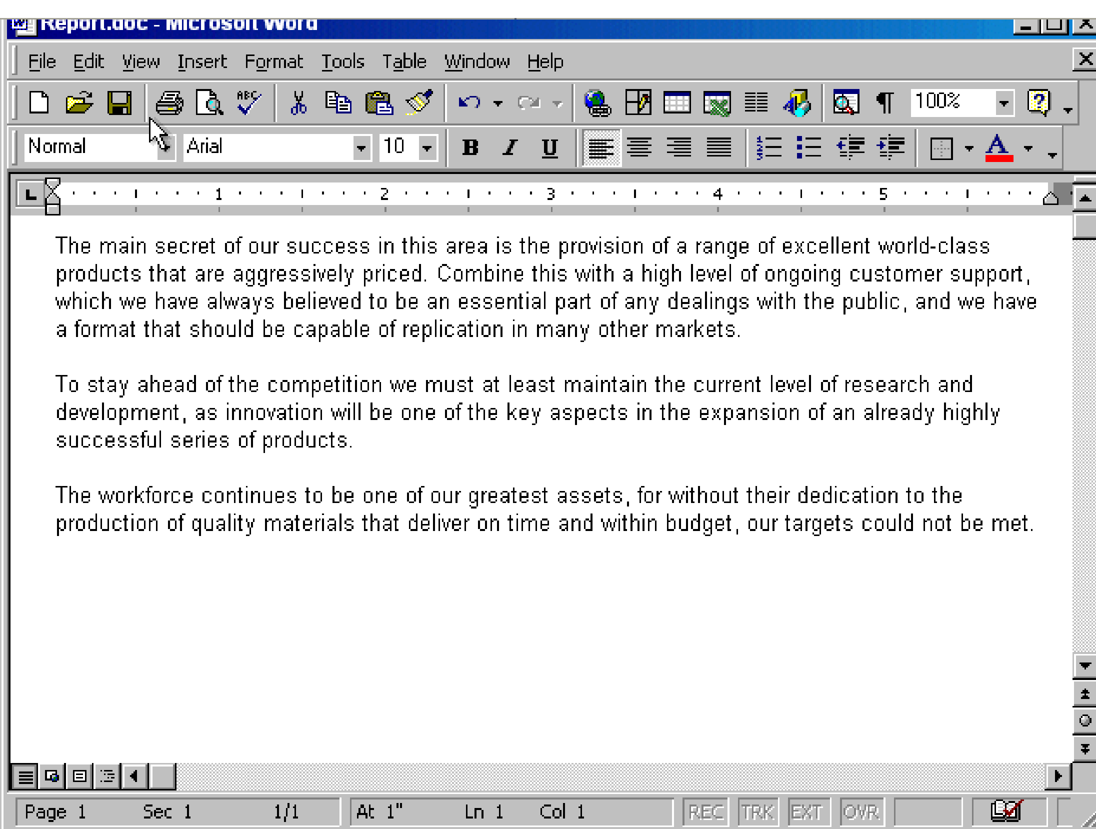
•

Click on the bullets tool in the formatting tool bar



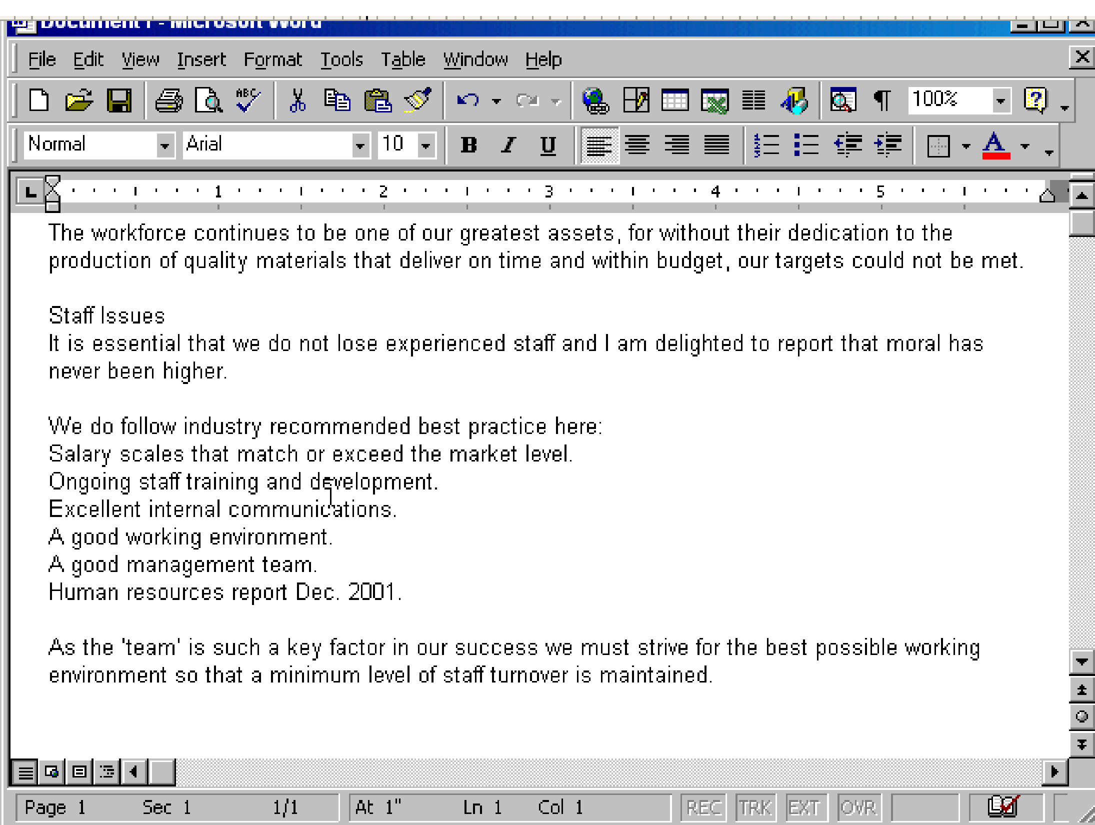
Add a line break (soft carriage return) at the insertion point.

Press enter from the keyboard



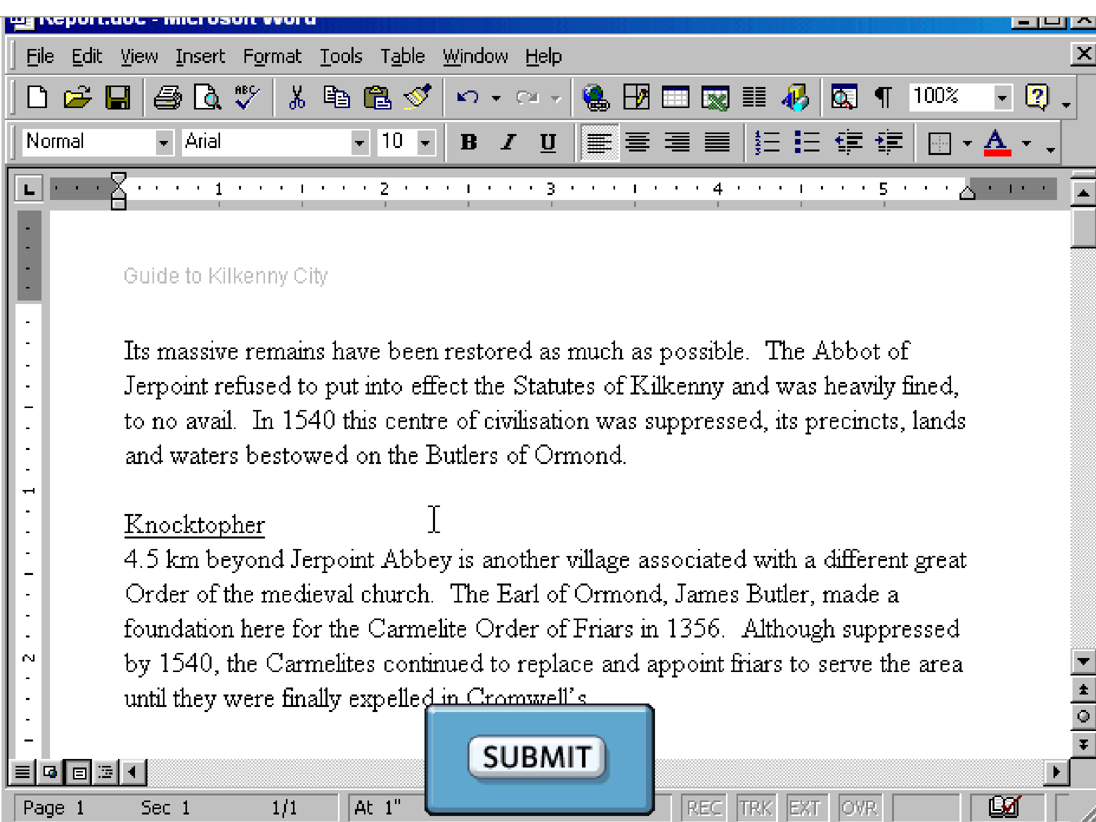
Modify the top margin of this document to 1".

File → page setup → in the top margin enter 1”



Insert a manual page break at the insertion point in the document.

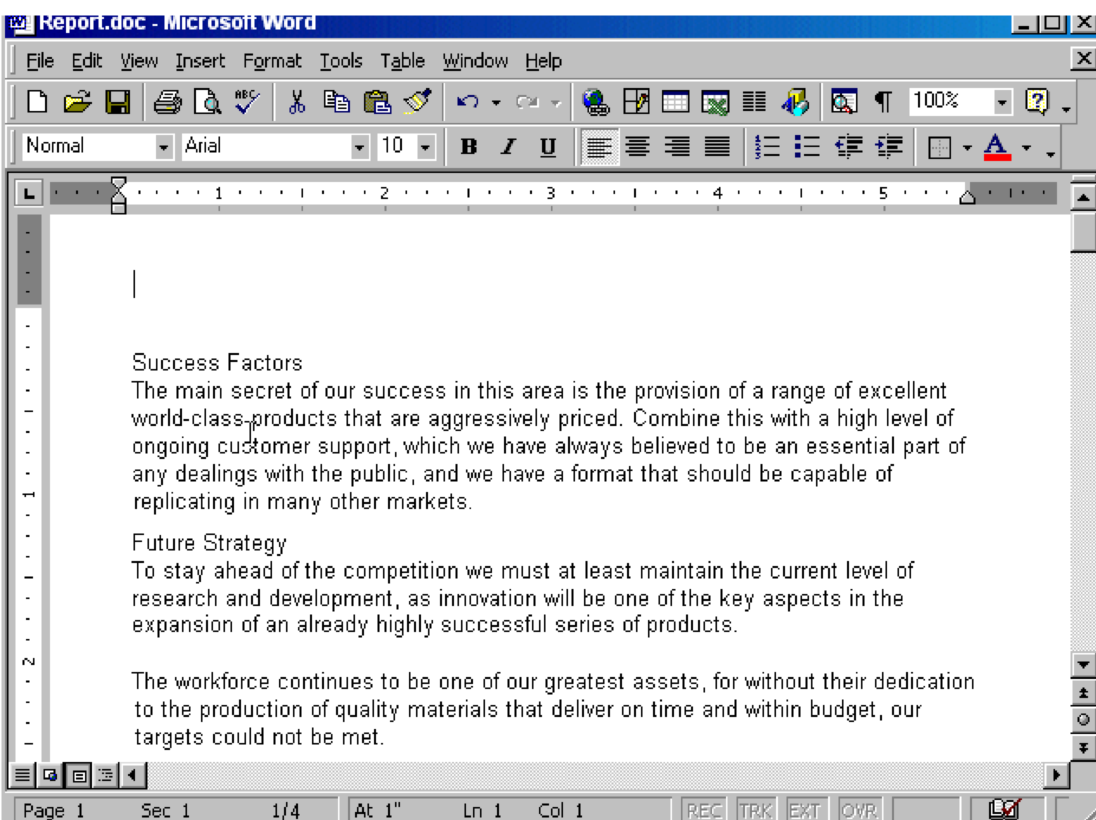
Press ctrl + enter from the keyboard



Change the text in the Header to Guide to Kilkenny County.

Click the SUBMIT button when you have finished.

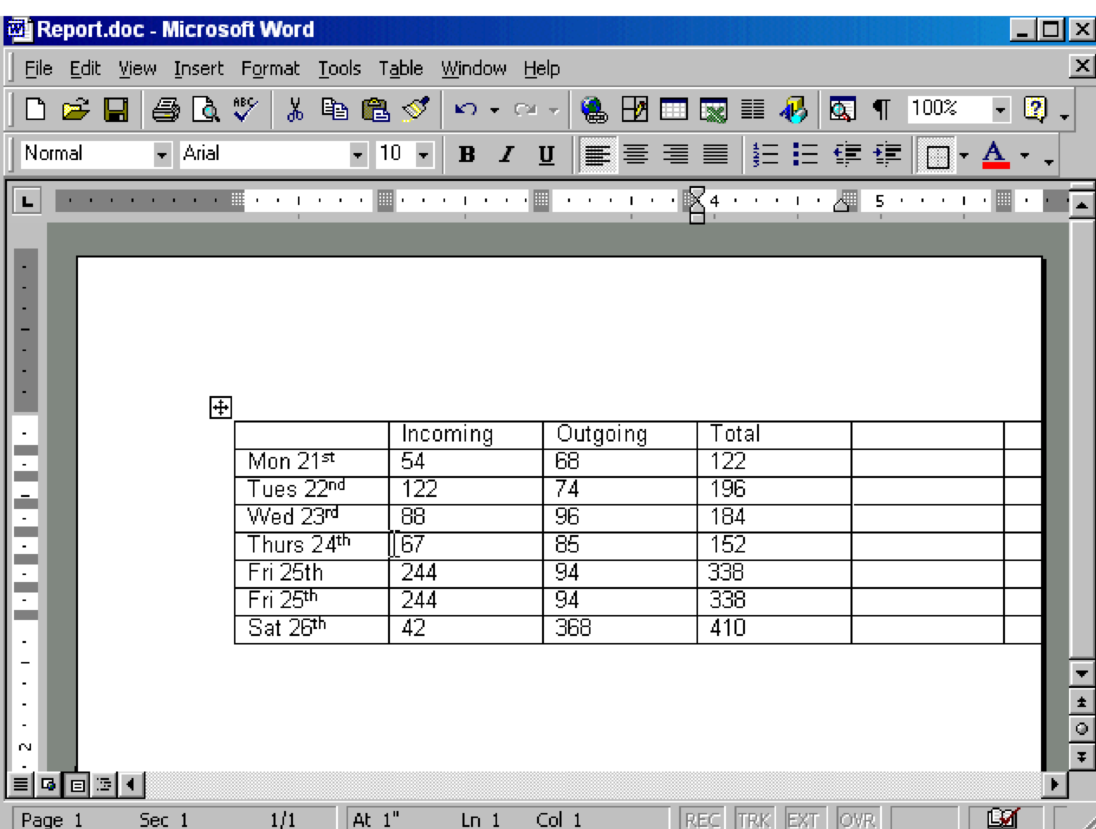
View → header and footer → delete the word city and write the word county



Insert a current date field in the top left header of this document.
Use the default option for the date format.

Note: Do not type the date.

Insert➔date&time➔ insert

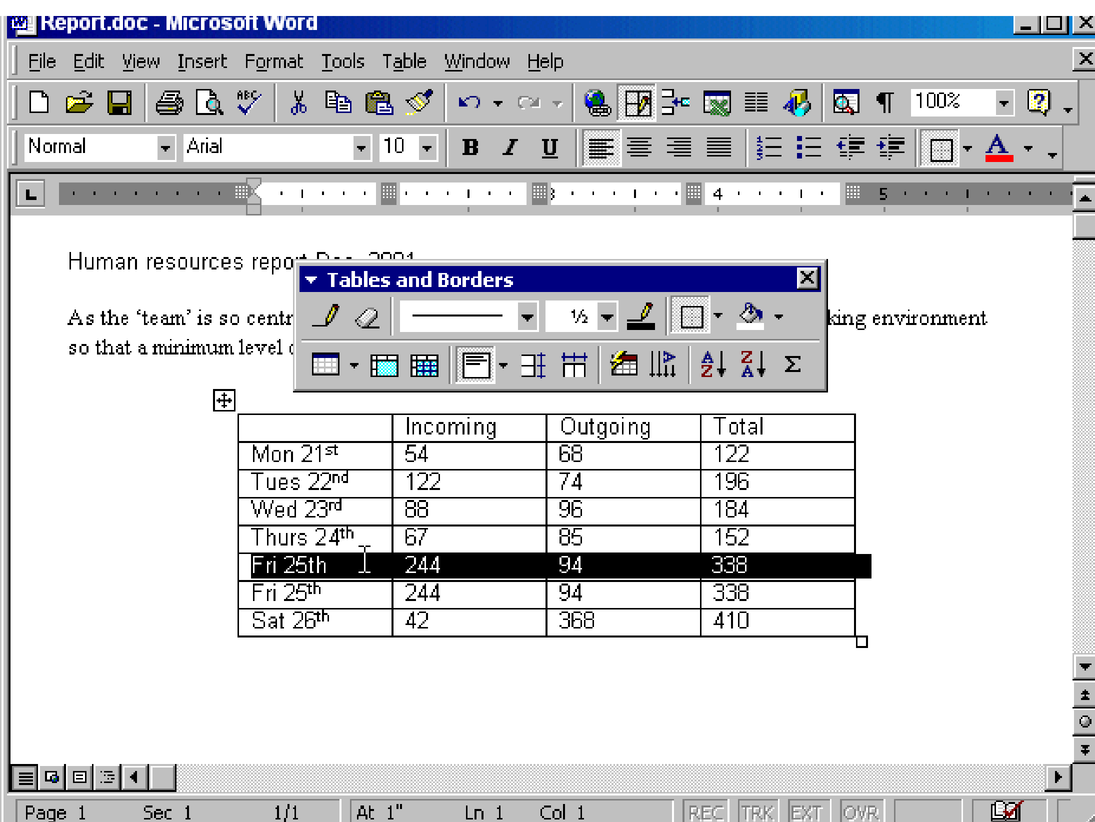


	Incoming	Outgoing	Total		
Mon 21st	54	68	122		
Tues 22nd	122	74	196		
Wed 23rd	88	96	184		
Thurs 24th	67	85	152		
Fri 25th	244	94	338		
Fri 25th	244	94	338		
Sat 26th	42	368	410		

Select the entire table.

Note: Do not use click-and-drag for this exercise.

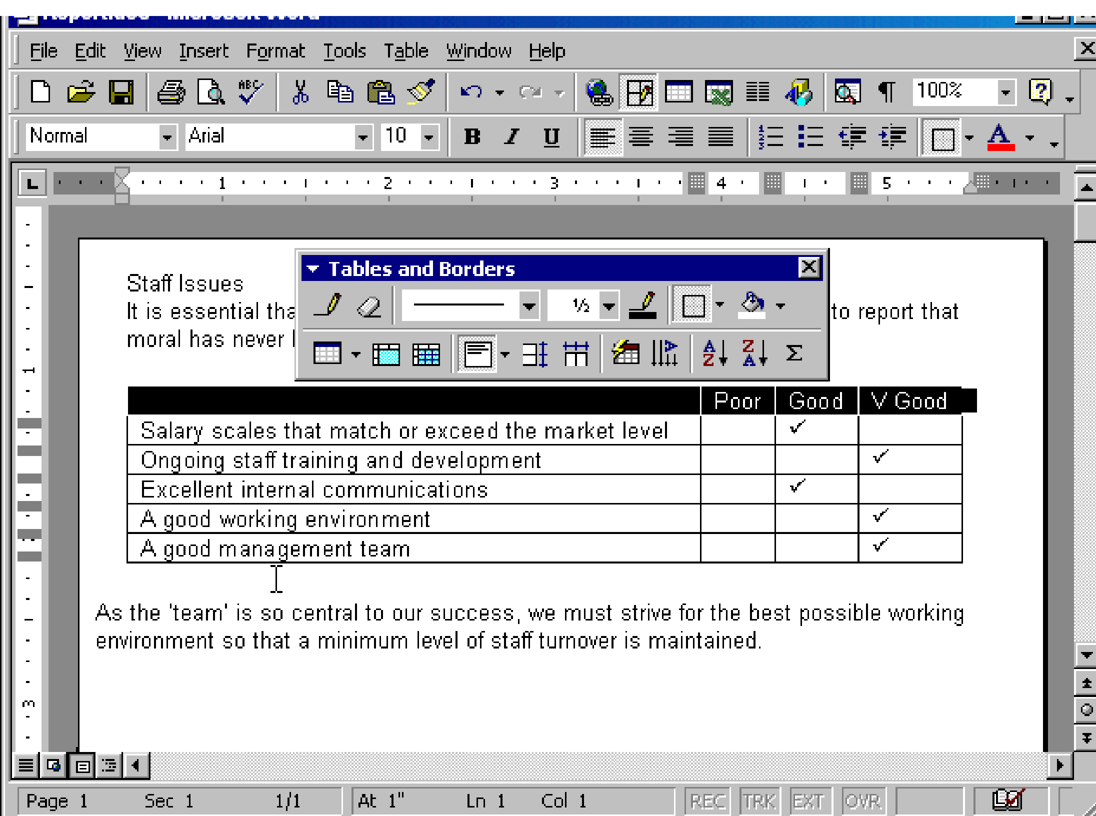
Click on the symbol



Delete the selected row and all of its contents.

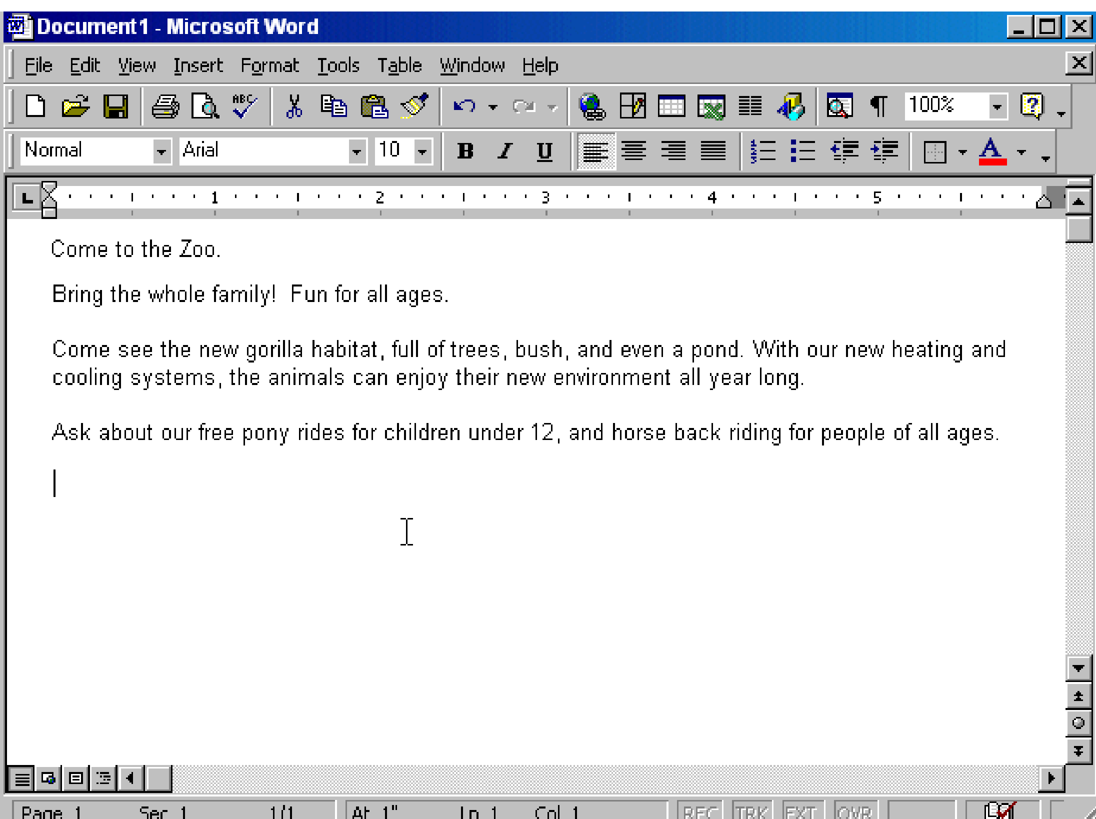
Note: Do not deselect the selected cells or reselect any other cells.

Table → delete → rows



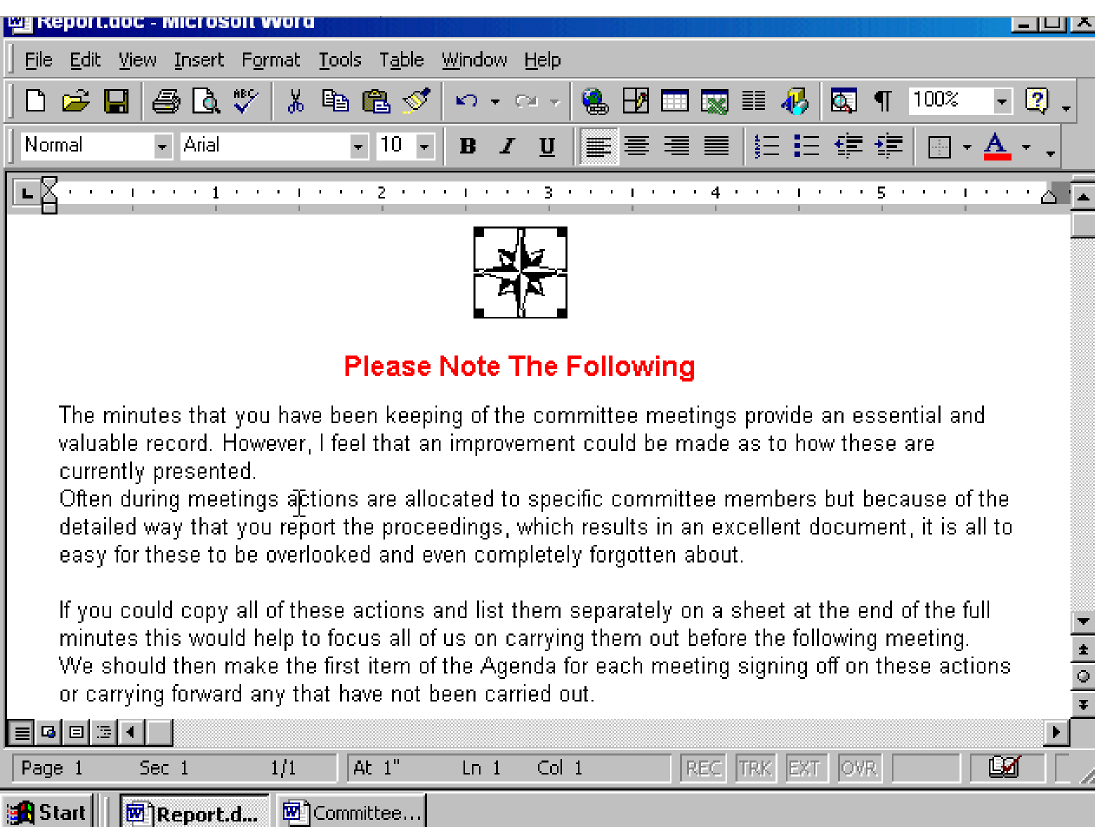
Modify the border style of the selected cells to double lines.

Format→border shading→border tab→select double line from style→ok



A graphic file named giraffe.jpg is stored in the current My Pictures folder on the hard disk of this computer.
Insert this image into the document at the flashing insertion point.

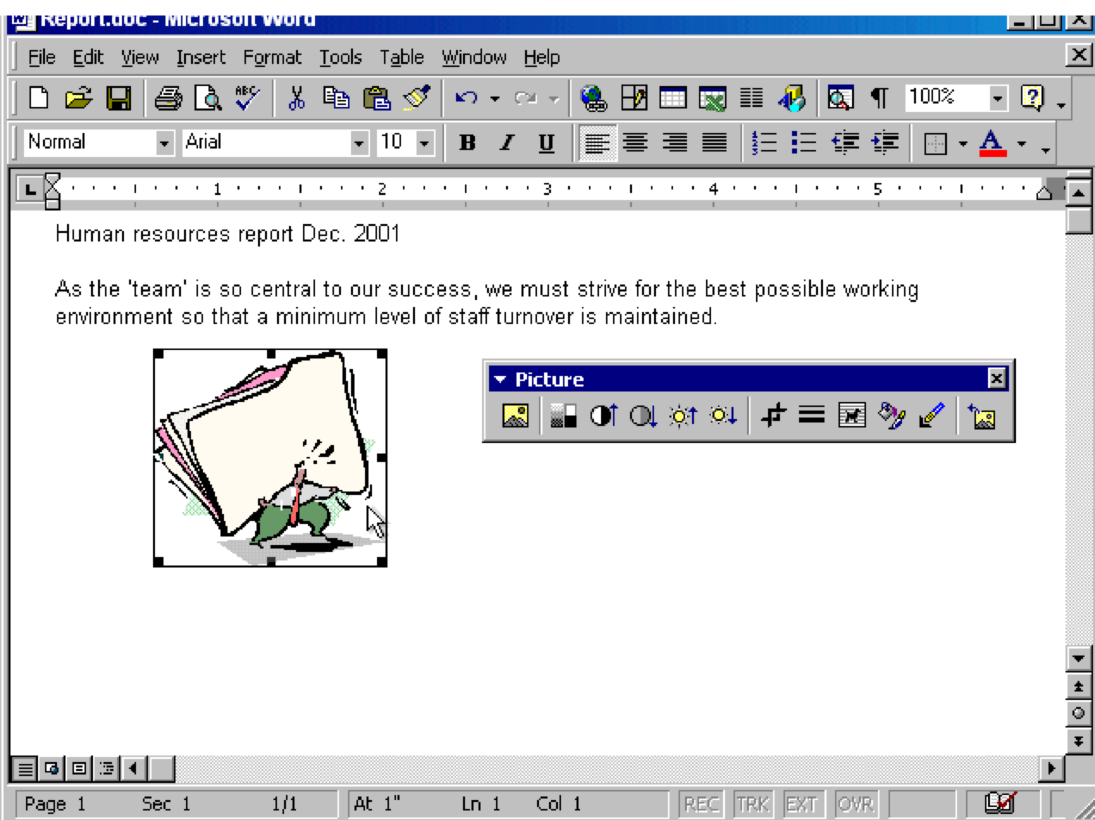
Insert→ picture→ from file → select giraffe. Jpg → insert



Copy the selected image from Report and paste it into Committee, which is already open.

Note: Drag and drop is not available in this exercise.

Click the copy tool from the standard toolbar → from the task bar click the committee file → click on the paste tool from the standard toolbar



Delete the selected graphic on screen.

Click delete from the keyboard

Clotheshorse Boutiques Ltd.
3 Rundale Court
Booterstown
Co. Dublin
Ireland

May 3, 1999
Dear Anna
We are delighted to be able to offer you our new improved range of products for the Summer reange 1999. As always out goods are guaranteed to be of the highest standards with the very latest in technology use to develop these new lines.

A catalogue is enclosed with an order form in the back. Please send in our orders as soon as possible as it is likely that demand will far outstrip supply. Where goods are available delivery is guaranteed within48 hours.

Your Sincerely,

Frances Robinson, MD

Data Document

May 3, 1999
Dear
We are delighted to be able to offer you our new improved range of products for the Summer reange 1999. As always out goods are guaranteed to be of the highest standards with the very latest in technology use to develop these new lines.

A catalogue is enclosed with an order form in the back. Please send in our orders as soon as possible as it is likey that demand will far outstrip supply. Where goods are available delivery is guaranteed within48 hours.

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Main Document

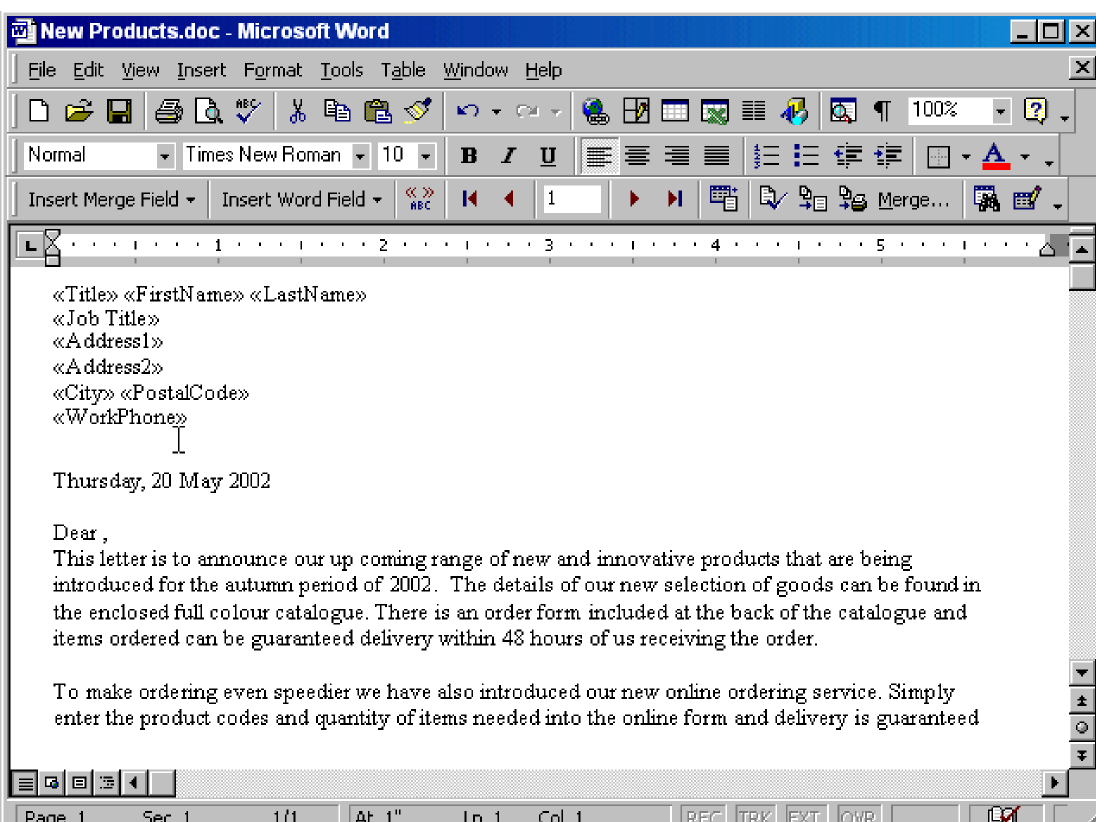
FIRSTNAME	COMPANY	ADDRESS1
Anna	Clotheshorse Boutiques Ltd.	3 Rundale Court
Marie	La Vie En Rose	12 Grafton St.
Herbert	Mens Tailoring House	3 Mardol Terrace

ADDRESS2	CITY	POSTCODE
Booterstown	Co. Dublin	
	Dublin	2
	Cork	

Country
Ireland
Ireland
Ireland

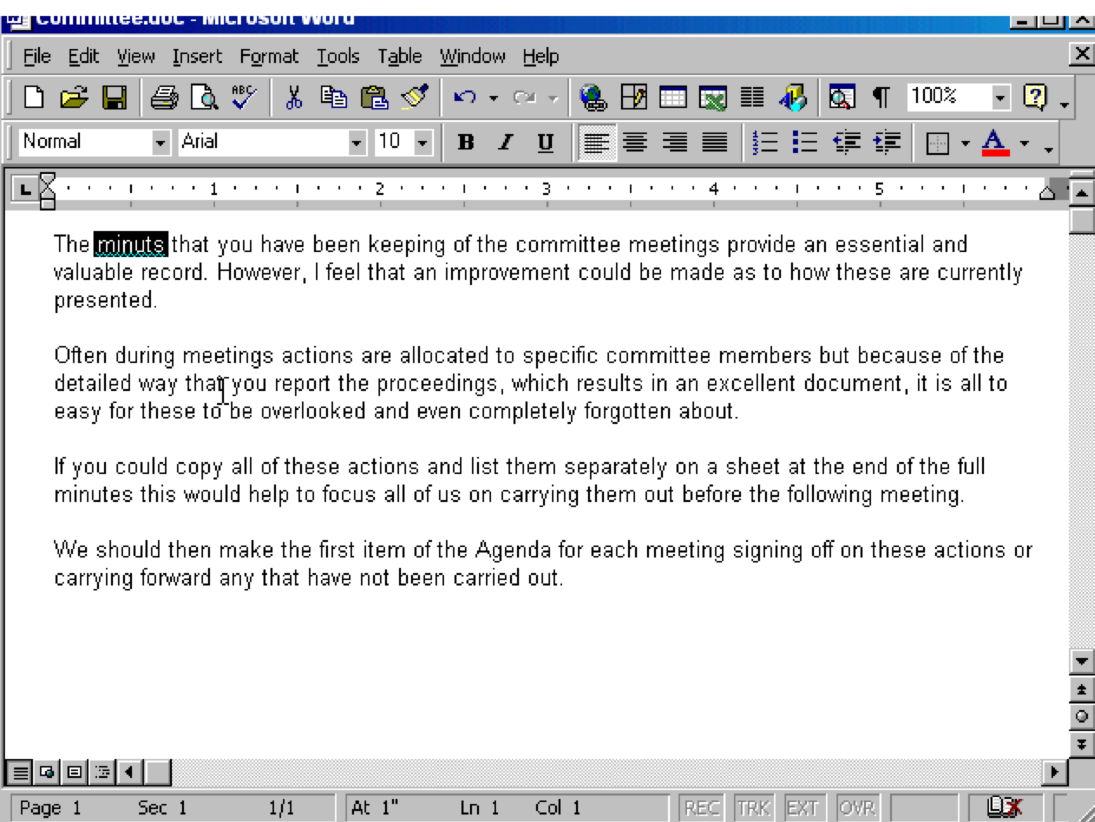
Form Letter

The first page is the form letter
The second page is the main document
The third page is the data document



Merge this Main Document with its Data Source to create a new merge document.

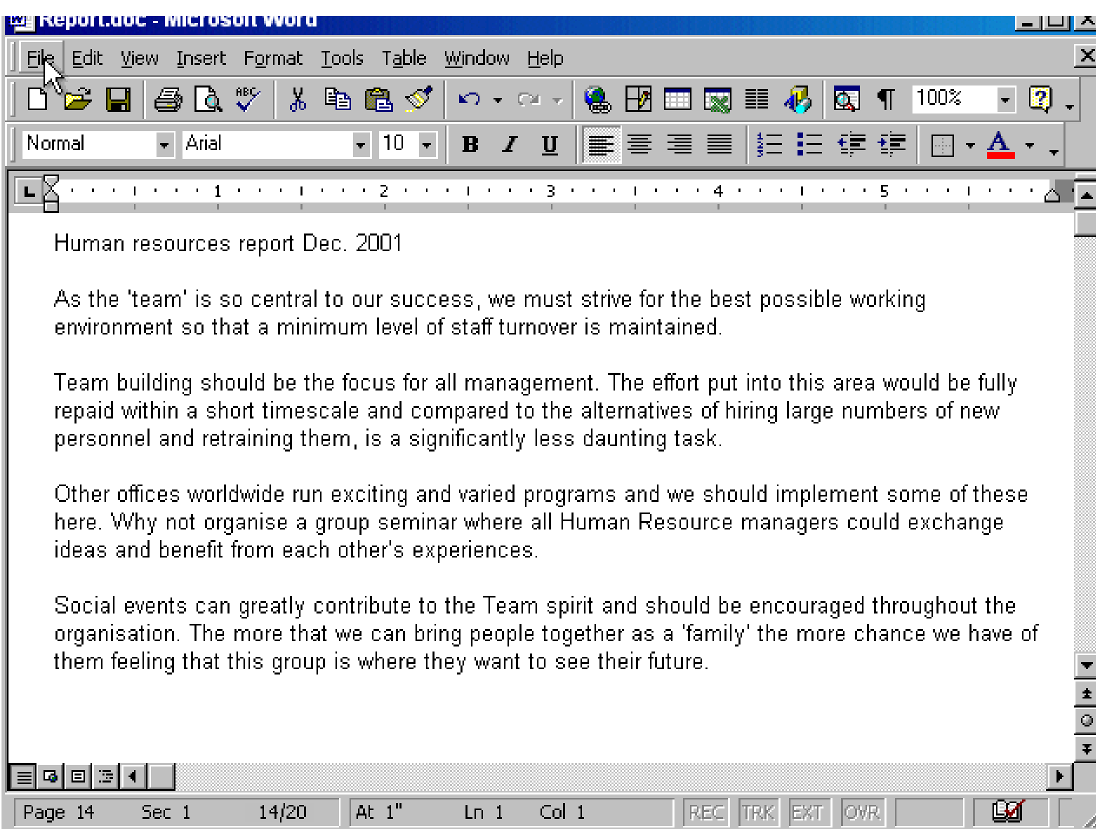
Click on the merge (start mail merge) button➔select new document from merge to: ➔merge



Use Microsoft Word's Spell Check facility to correct the spelling of the selected word in the above document.

Note: The correct spelling of the word is minutes.

R.click on the selected word→select minutes



Print 5 copies of the current page of this document.

Note: This is a simulation - you do not need to have a printer attached to your computer.

File➔print➔select from page range current page➔then type 5 in copies➔ok

1. Create a **new column** to the left of selected column

Table menu➔insert➔column to the left

2. Change the default user name for this application to **Tom**

Tool➔option➔user information➔type Tom➔ok

3. Which two of the following statements about proofreading are **true**?

Carrying out a spell check means you don't have to .proofread a document

Print preview lets you see how text and graphics will look .when printed

4. Insert **first Name** merge field after the word **Dear** in this letter.

Click on the insert merge field in the mail merge .bar➔select the first Name field

5. Use the formatting option that would make the selected text look like this: **50 ^{0} C**

.Format menu➔font➔check superscript➔ok

6. Display the non-printing point on this document

Click on the show\hide buttons on the stander bar

7. Change the **selected row** height to be **2,5 "**

"Table menu➔table properties➔row➔type 2,5

8. **Automatic hyphenate** this document

.Tools➔Language➔Automatically hyphenate document

9. Change this selected paragraph to be coordinator on the **two sides**

Format➔paragraph➔Aliment➔select justify➔ok